

#### **Town of Gilbert**

Community Services Department Tournament Reservations: (480) 503-6253 Administration Office: (480) 503-6200

Fax: (480) 503-6204

# **Tournament Application**





The enclosed information is being requested to ensure that your Tournament in the Town of Gilbert is a success, while at the same time ensuring the safety of the community.

This application includes the following information:

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	Tournament Requirements and Information  Tournament Fees  "Sale of Goods in Parks" Application  Vendor Application  Vendor Payment Record  Town of Gilbert Park Rules

DEADLINE TO RETURN THIS INFORMATION TO COMMUNITY
SERVICES IS NO LESS THAN 15 BUSINESS DAYS PRIOR TO EVENT.
(Business Hours are M-Th 7am-6pm)

Required Documents/Requests	<b>Due Date</b>
Tournament Application (15 business days)	
Tournament Insurance (10 business days)	
Site Plan (10 business days)	
Sale of Goods Application (10 business days)	
Vendor Application(s) (10 business days)	
Vendor Insurance(s) (10 business days)	
Last Day for Refund/Credit (10 business days)	
Last Day for Changes Refund/Credit (5 business days)	

Revised August 26, 2010

Office Use Only	
Tournament Date:	
Permit #:	



### **TOURNAMENT APPLICATION**

TOURNAMENT DIRE	CTOR IN CHARGE	<u>-</u>			
Name:					
Address:		C	ity:	State:	Zip:
Phone: (Day)	(Cel	l)	Email:		
ORGANIZATION INFO	ORMATION:				
Organization Name: _					
Person Responsible: _					
Address:			Dity:	State: _	Zip:
Phone: (Day)	(Cel	l)	Email:		
☐For profit ☐Non-	profit (Must provide	proof of Non-pro	fit status)	Fundraise	·r
TOURNAMENT INFO	RMATION:				
Facility Requested:	□Crossroads Park	□Discovery F	Park □Fre	estone Park	□McQueen Park
	□Other:		<del></del>		
Type of Fields:	□Baseball □S	oftball □Soc	ccer □Spo	orts Courts	□Multi-Use
	□Adult □Y	outh outh			
Tournament Name:					
Tournament Description					
Tournament 2 coonpar					
Date(s) of Tournamen	t:				
Actual Tournament Tir					
	-				uded in your rental time
					e public?  Yes No
If open to the public, w					val is required)
			•	• • • •	e:
Will you be holding pra					
Permit is required. (Ple	•				
I certify that this appl	ication information i	s complete, true	and accurate	to the best of	of my knowledge. I hav e of Conduct for Sport
<b>5</b>	Requestor Signatu	re:			



#### **TOURNAMENT REQUIREMENTS & INFORMATION**

<u>Tournament Application</u>: A Tournament Application is required prior to securing a park permit and to start the approval process. This is an application and **does not** guarantee all requests will be approved. All completed applications must be submitted a minimum of fifteen (15) business days (M-F) prior to the tournament. Large tournaments may be subject to a pre-meeting with Town of Gilbert staff. All fees are due at the time the park permit is secured. Reservations can be made up to six (6) months in advance.

<u>Insurance</u>: An original certificate of insurance must be provided a minimum of ten **(10)** business days (M-F) prior to the tournament date or the reservation will be cancelled. The certificate of insurance needs to contain the following:

- The Town of Gilbert must be named as additional insured under this policy of insurance at the following address (this must be on the insurance certificate): Town of Gilbert, 50 E. Civic Center Dr., Gilbert, AZ 85296
- The minimum limit of \$1 million (\$1,000,000) each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million (\$2,000,000) general aggregate.
- If vehicle access is requested and granted the minimum limit of \$1 million (\$1,000,000) combined single limit for bodily injury liability and property damage liability. This coverage applies to all owned, nonowned and hired vehicles operated or used.

<u>Site Pl an</u>: A detailed si te plan sho wing I ocation set ups for each item I isted be low m ust be provided a minimum of ten (10) business days (M-F) prior to the tournament date. Park Maps are available on our website at: www.ci.gilbert.az.us/eservices/parks/default.cfm#maps.

- Signs or banners (to be secured only with zip ties to fencing or E-Z Ups or on A-frames)
- Tents or E-Z Ups (to be secured with sandbags or water bottles only, staking is not allowed)
- Vendors
- Course or route

<u>Sale of Goods in Parks</u>: If items such as food, tickets or promotional items will be sold by the application holder during the tournament a "Sale of Goods in Parks" application must be provided a minimum of ten (10) business days (M-F) prior to the tournament date. If approval is granted, a Temporary Sale of Goods Permit will be issued. Failure to obtain written permission may result in removal from the park, and penalties under Section 14-5(b) of the Gilbert Town code. Violators may also be subject to citation by the Maricopa County Environmental Health Services Department.

<u>Vendors</u>: Must be requested on the "Sale of Goods in Parks" application by the Tournament Applicant and must provide the following a minimum of ten **(10)** business days (M-F) prior to the tournament:

- Vendor application (attached)
- Must provide an insurance certificate (see insurance requirements)

<u>Vehicles</u>: Vehicle access is available upon request and may be permitted with written approval by a Town designated representative. If approved, access will be granted for loading and unloading purposes only. Other policies are as follows:

- Vehicles will **not** be allowed to be driven within the park (on sidewalks, maintenance routes) without the direct supervision of a park ranger or designee. (Town of Gilbert municipal code sec 46-38)
- Vehicles are to be parked in designated parking areas only. Parking in landscaping, etc. will not be permitted. If overflow parking areas are ne eded or required, dust control fees will apply. (Overflow parking available at Freestone & Crossroads Parks only)
- Overnight parking in the park is available up on special request and may be permitted with written approval by the Community Services Director only.

**Restrictions:** Violations of these restrictions will result in loss of Tournament Deposit.

- Painting or chalking the fields is allowed with prior written approval only.
- Portable Mounds must be approved and are not supplied by the Town.
- Tampering with valves or sprinkler heads is prohibited.
- Staking of any kind is prohibited.
- Alcohol is **not** permitted in any area of Town parks.
- Alterations to field configurations are not permitted.
- The Community Services Department has the right to cancel or modify a reservation, if in the opinion of the Department, harm would occur to the field, facility or participants if use is allowed or continued.

#### **TOURNAMENT FEES**

All payments can be made with cash, money order, personal or company check, Master Card, Visa or American Express and is due at the time the park permit is granted.

Application Fee.....\$50

To be submitted with application and is non-refundable.

Damage Deposit.....\$300

Deposits are refundable after the tournament is completed, provided there is no damage, and the area is left clean of trash.

Field Fees...... Price/hr/field

	No	n-Profit	Private			Commercial	
Type of Field	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Soccer/Multi-Use	\$7	\$10.50	\$10	\$15	\$12	\$18	
Ball Fields	\$7	\$10.50	\$10	\$15	\$12	\$18	
Sports Courts	\$4	\$6	\$7	\$10.50	\$11	\$16.50	

Field Prep...... Price/field

	Non-Profit		Private		Commercial	
	Resident	Resident Non-Resident		Resident Non-Resident		Non-Resident
Field Prep	\$30	\$45	\$35	\$52.50	\$40	\$60

(Field prep only applies to use of baseball/softball fields and includes bases) NOTE: Field Preparation is required for all baseball/softball tournaments.

Janitorial Service...... \$40/day/site

**PLEASE NOTE:** Crossroads & Discovery Parks will require portable restrooms in addition to the site restrooms. It is recommended on e (1) per 2 25 people; and one (1) Handicapped A ccessible. The portable restrooms are acquired from the company of your choosing. The company must contact the Park Operations Supervisor prior to placement at 480-503-6262.

Light Fees...... Price/hr/field

	Non-Profit		Private		Commercial	
	Resident Non-Resident		Resident	Non-Resident	Resident	Non-Resident
Light Fees	\$12	\$18	\$18	\$27	\$24	\$36

Light usage will begin depending on the time of year according to the following schedule:

- November-February.....5:30pm
- March & October......6:00pm
- April & September......6:30pm
- May & August.....7:00pm
- June & July......7:30pm

**Refunds/Credit/Changes Policy:** For a complete cancellation, a minimum of ten **(10)** business days (M-F) notice prior to the tournament date is required for a refund/credit less the application fee. For changes, a minimum of five **(5)** business days (M-F) prior to the tournament date is required for a refund/credit. *Changes are any adjustments to times and/or amount of sites reserved.* Reservations affected by inclement weather must notify the Community Services Department at 48 0-503-6200 the next business day and a reservation permit may be reissued for another date or the fee refunded.

**Refuse Containers**\$14.50ea

Additional refuse containers are required as follows: One (1) container per 50 people attending.

Staff Fees...... \$20/hr

Town assigned staff will be required for your entire permit time.

The staff person on duty shall exercise supervisory oversight over the organization and its activities. It is the responsibility of the staff person to report to the Community Services Department any infraction of the rules/restrictions. Staff is available to answer questions, give directions, uphold Town of Gilbert policies and to protect Town of Gilbert interests. Staff will not be responsible for moving equipment or cleaning up after the tournament, but will be available for field touch-ups if necessary (applicable to baseball & softball tournaments only).



Alternate Contact:

Office Use Only	
Tournament Date:	
Permit #:	

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PLEASE NOTE: Requests must be made a minimum of 15 days in advance of the sales. This is an application to request selling items in the parks during a tournament. Sales are not permitted without written permission from the Community Services Director.

 Address:
 \_\_\_\_\_\_ City:
 \_\_\_\_\_\_ State:
 \_\_\_\_\_\_ Zip:

 Phone:
 (Day)
 \_\_\_\_\_\_ Email:

Phone:

Name of Organization Requesting Sales:

Contact Person:

Name of Tournament where sales will take r	place:
realite of Tournament where sales will take p	Made
Will all of the proceeds from sales be used a	s a fundraiser, or for charity? □Yes □N
If yes, which group or charity will receive the	proceeds?
Date(s) & Time(s) of request to se II goo	ds (all se t-up and t ake dow n t ime m ust be wi thin
tournament time reserved on the Park Perm	it):
	Time:
• Date:	Time:
List all items to be sold:	
<del></del>	······································
If outside vendors will be invited to the	tournament they must complete the attached vend
If outside vendors will be invited to the application. Please provide the vendor a Gilbert Park & Ball Field Rules.	tournament they must complete the attached vence pplication as well as a copy of the attached Town
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If outside vendors will be invited to the application. Please provide the vendor a Gilbert Park & Ball Field Rules.  List all vendors attending the event or tournal and the event or tournal and the event or tournal and the event of tournal and th	tournament they must complete the attached vence pplication as well as a copy of the attached Town ament:  Intablished guidelines for Sales of Goods is required. Violations bark, and penalties under Section 14-5(b) of the Gilbert Town comparison of Maricopa County Environmental Health Services Department acknowledge that I have received a copy of the Park Rules



Office Use Only
Tournament Date:
Permit #:

# **Town of Gilbert**

Community Services

Tournament Reservations: (480) 503-6253 Administration Office: (480) 503-6200

Fax: (480) 503-6204

# Vendor Application for Sales of Goods in Parks (For Sales Involving Private Vendors)

A complete application form must be submitted a minimum of ten (10) business days prior to the tournament.

DATE(S) OF TOURN	DATE(S) OF TOURNAMENT: TIME				
Applicant Information	on:				
Name of Business:					
Contact Name:					
Address:					Zip: _
Phone: (Day)	(Cell)		Email: ˌ		
Alternate Contact:			Phone	: 	
List all items to be sold:					
-					
				-	
			<del></del>		
A 1 100 11 6 00					
Additional Information:					

Vendors involved in any aspect of sales activity in Gilbert Parks must be directly connected to, associated with, sponsored by, or part of an organized activity or event with a formal reservation and must meet the following requirements:

**Insurance:** An original "Certificate of Liability Insurance" will be required for all vendors and must name the Town of Gilbert as additional insured. See Insurance requirements. Insurance certificate is due five (10) business days prior to event and must be submitted with vendor application. **Food Sales:** All vendors must have a current license in Maricopa County. For any questions contact: Maricopa Environmental Health Services at (602) 506-6978. A license must be posted on site the day of the event in view of the public. **Proceeds:** All proceeds from the sales of goods must be specifically used to fund activities which directly benefit, and are associated with, the non-profit group, youth organization, or school to assist with paying for activities, group functions or used as a fundraiser for an approved organization or charity. If the **entire** profits from the licensed business or vendor **will not** be returned to the non-profit group or approved organization as a donation or fundraiser, the vendor must pay a Mobile Merchant fee of 15% of gross sales to the Town (gross sales is gross revenue minus sales tax). Profits from sales shall be dispersed: \_\_\_\_ % to \_\_\_\_\_ % to \_\_\_\_\_\_ % to the Town of Gilbert If applicable complete and submit the "Vendor Payment Record" along with your payment within five (5) days following the event. (Attached) **Approval:** Once the application has been approved, you will receive an approval letter signed by the Community Services Director. The approval letter must be on the reserved site at all times, including set-up prior to the event. The letter is necessary to claim the exception to the Town Ordinance. Failure to present the approval letter may result in removal from the site. Please remember that this application is **NOT THE FINAL APPROVAL**. I have received a copy of the Town of Gilbert Park Rules and Regulations. Signature: Date: Additional information, questions or concerns: **For Office Use Only** Approved Denied Letter to Vendor

# Town of Gilbert Vendor Payment Record Mail to: Town of Gilbert

Mail to: Town of Gilbert Community Services Department Attention: Tournaments 90 E. Civic Center Drive Gilbert, Arizona 85296

Business Name:	
Owner/Operator Name:	
Event:	Event Date:
Location of Event:	
Gross Sales: \$ (gross sale	es is gross revenue minus sales tax)
Town of Gilbert 15 % of Sales: \$	Check #
By signing below, I certify that the following figures Furthermore, I understand that the Town of Gilber 90 days after receipt of this document. NOTE: This form and payment is due within five (	t may inspect and require copies of my sales records for up to
NOTE. This form and payment is due within five (.	3) days following the event.
Signature of Vendor	Date

Please retain a copy for your records



# **Town of Gilbert**

# Park Rules and Regulations

- 1. No spirituous liquor, beer, or wine allowed in parks or parking lot.
- 2. Please place litter in trash receptacles.
- 3. Glass containers are not permitted in parks or parking lots.
- 4. Horses are not permitted in parks (OK to be on multi-use paths where designated).
- 5. Dogs must be on a leash at all times (owners are responsible for cleaning up after their animals).
- 6. No vehicles (including Go-Peds) are allowed on sidewalks or the grass.
- 7. Parks are open from 5:30am-10:00pm.
- 8. No golfing in Town Parks, except at places designated by the Town of Gilbert Parks and Recreation Department.
- 9. Cardboard sliding is not permitted.
- 10. Sales of food, beverages, or any other item is prohibited in all Town Parks and within three hundred (300) feet of a Town Park, unless authorized pursuant to Section 46-31 of the Gilbert Municipal Code.
- 11. Request from Park Rangers must be strictly adhered to in the interest of public safety.
- 12. Please report rule violations to the Gilbert Police Department at 503-6500. (The Community Services phone number is 503-6200)
- 13. The Town of Gilbert, its officers, employees and agents shall not be responsible for any accident, injury, and/or loss of property or damage resulting from the use of the Park by any group or organization.
- 14. All requests for Park Permits shall be revocable at any time by the Department Director (or designate) upon finding of a violation of any rule, ordinance or state statute.

## **Ball Field Rules**

- 1) Climbing on or over fences is prohibited.
- 2) "Soft Toss" against the fence is prohibited.
- 3) Hitting against the fence is not allowed.
- 4) Vehicles are not allowed on fields.
- 5) Un-sportsmanlike conduct, fighting, foul language will not be allowed.
- 6) Use established base distance only
- 7) Failure to follow the rules will result in removal from the park and loss of privileges.



#### CODE OF CONDUCT & ETHICS STANDARDS FOR SPORTS ORGANIZATIONS

For Gilbert Sports Coalition member organizations and all other sports groups utilizing Gilbert facilities

All sports organizations shall offer opportunities to teach values such as honesty, caring, respect and responsibility, and help improve the self-esteem of youth. Sportsmanship should be stressed throughout, with organizations setting and maintaining high standards. This code of conduct includes, but is not limited to, participants, spectators, coaches, referees, officials, volunteers, directors, board members, parents, and guardians.

#### Minimum Standards Required:

- 1. Emphasis is placed on character-building and ethics.
- 2. All sports programs shall enhance the mental, social and moral development of the participants and teach them positive life skills.
- 3. All participants, spectators, coaches, volunteers, directors, board members, etc. must conduct themselves, on and off the field, as positive role models who exemplify good character and socially responsible behavior.
- 4. All sports groups must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit, as well as the letter, of the rules.
- 5. Abusive behavior of any type, to include profanity or offensive language, will not be tolerated. Public actions such as slander and libel, or conduct intended to humiliate or intimidate, will not be tolerated.
- 6. Participants must not be discriminated against, or denied involvement, as specified under applicable state and federal civil rights laws.
- 7. All sports groups are responsible for monitoring, acting upon, and resolving code of conduct complaints within their respective organizations.
- 8. All laws, park rules, regulations and Gilbert ordinances must be adhered to at all times.

#### Failure to Comply:

The implementation, distribution, monitoring, and enforcement of the code of conduct as outlined above is considered a stipulation of an organization's use of Gilbert facilities. Failure to comply with the code of conduct, or failure to comply with any law, park rule, regulation, ordinance, or reasonable staff direction related to the use of Gilbert facilities, will result in the suspension of facility use privileges. Organizations in violation will have 24 hours to remedy the non-compliance issue to the satisfaction of the Gilbert Community Services Department Director or designee.

September 24, 2008